



**CHESTERFIELD GOLF CLUB LTD**

**SAFEGUARDING CHILDREN  
And  
CHILD PROTECTION POLICY**

October 2010

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## **CHESTERFIELD GOLF CLUB LTD**

### **1. Introduction**

Chesterfield Golf Club Ltd. is affiliated to the English Golf Union and English Women's Golf Association and is committed to Children in Golf (CiG).

Children in Golf is a partnership of Governing Bodies and the Organisations of Golf throughout Great Britain and Ireland committed to working together to ensure that the sport of Golf is one in which the children and young people involved can thrive and flourish in a safe environment.

To meet its commitment to CiG, Chesterfield Golf Club has a policy for the protection of young people which is brought to the attention of and understood by all those involved, both on the course and within the Club. This includes Club officials, employees, caterers and staff, professional and staff, members, parents, guardians, young people and any others working on the course or Club premises.

Notwithstanding any legal requirements, the policy refers to the relevant practices which must be adopted and implemented, as far as it is reasonably practicable, to safeguard young persons from injury, abuse and harm.

The club's professional and assistant are members of the Professional Golfers Association which recognises the policies set out in the Children in Golf (CiG) guidelines.

Parents also have a vital role to play in supporting the club's policy and practices to ensure that their children and others can participate in golf safely and enjoyably.

To ensure that all necessary information is effectively communicated to all concerned the policy, and other relevant documents, will be displayed on the Club notice boards.

Having considered its responsibilities to the children taking part in golf on the course and in clubhouse very carefully Chesterfield Golf Club has produced this Child Protection Policy document along with procedures considered necessary to achieve the standards we wish to uphold in providing activities for children.

### **2. Policy Statement**

Chesterfield Golf Club acknowledges its duty of care to safeguard children (those under 18) involved in golf within the club and that all children are entitled to protection and to have their particular needs taken into account.

Chesterfield Golf Club will, therefore, strive to ensure the safety and protection of all children involved in the club, by applying the child protection guidelines adopted by the club's management committee.

It is the responsibility of all adults within the club to assist the management committee with this endeavour.

### **3. Policy Aim**

The policy aim is to apply good practice and provide suitable and sufficient guidance for our staff, volunteers, parents/guardians and young people in order that we create an environment in which children can play and enjoy golf.

### **4. Principles**

- The young person's welfare is paramount.
- All young people, regardless of age, gender, ability, disability, race, religious belief or sexual orientation, have the right to be protected from abuse.
- All young people have the right to be safe and to be treated with dignity and respect.
- All suspicions, allegations and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in golf have a responsibility to report concerns to the club welfare officer.
- Adults – parents, volunteers, junior organisers, golf professionals, staff and members will be supported to understand their role and responsibility with regard to the duty of care and protection of young people.
- Individuals will receive support through education and training which will enable them to manage any welfare or young person protection issues that may arise.
- Young people will be made aware of their own obligations and responsibilities as well as the support that is available to them.

### **5. Putting Policy into Practice**

The working practices shall be continually developed by the club to reflect changing circumstances. This process will include an annual review by the junior organiser and child welfare and protection officer.

All sensitive documentation should be kept securely in the secretary's office but accessible to authorised personnel in an emergency.

#### ***5.1 Junior Handbook***

Chesterfield Golf Club Juniors will be given a handbook giving them information on the golf club, behaviour on and off the course, child welfare and protection and on help, guidance and emergency issues.

#### ***5.2 Use of Changing Rooms***

Chesterfield Golf Club provides male and female locker/changing rooms with toilet facilities and showers for use by all members and juniors. The use of the showers by young people shall only take place in the presence of a parent or guardian.

#### ***5.3 Bullying and Harassment***

Chesterfield Golf Club does not tolerate bullying in any form. To mitigate against such behaviour every effort will be made to supervise young people on the course and in the club house. The staff and volunteers will observe the behaviour of individuals and groups and promote an open environment where young people can voice any concerns they may have. Suspicions/allegations of bullying or harassment will be handled in the same way as other forms of abuse by referring them to the Chesterfield Golf Club welfare officer.

#### **5.4 Coaching**

All coaching sessions will be supervised by the Club Professional or his staff who have received the appropriate training in coaching and child protection and been subject to Criminal Records Bureau (CRB) checks.

A minimum of two responsible adults will be present at coaching or organised activities wherever reasonably practicable. Parents and young people will be made aware of the contents of golf lessons along with the starting and finishing times of sessions to enable parents/guardians to arrange the arrival and collection of their children.

To the best of our knowledge and belief no person convicted of, or cautioned for, an offence against a child shall be involved in the coaching or supervision of junior players.

#### **5.5 Data Protection**

The information held on young people will be stored securely and only accessed by those people at Chesterfield Golf Club who are responsible for their organisation, coaching and welfare.

Young people's details will never be disclosed to marketing companies or given out inappropriately.

Parents/guardians will be requested to sign a Data Protection Form (appendix 1) that will permit the names and contact details of young people to be passed to the County and National Golfing Organisations so that details of special coaching, matches and any other benefits can be provided.

#### **5.6 Health & Safety**

Rules to ensure that members and others remain safe while using the facilities at Chesterfield Golf Club are issued to all junior members on joining the club.

Parents/guardians will be requested to sign a Health & Safety Form confirming that they have read the Health & Safety information provided and that their child understands their role and the importance of safety on a golf course.

#### **5.7 Late collection of young person from Coaching or Organised Activity**

Chesterfield Golf Club will be responsible for children at organised competitions and coaching sessions.

Parents who are unavoidably delayed are required to telephone Chesterfield Golf Club (tel; Professional 01246276297 / Office 01246279256 giving details of their delay and who by, how and when the child is to be collected.

A member staff or junior volunteer will wait with the young person in the company of at least one other person within the clubhouse.

If the young person cannot be collected because of an extreme emergency, a parent/guardian will be required to provide an appropriate course of action.

Parents are responsible for providing sufficient contact information to the Golf Club to enable the staff, junior organiser or coaching staff to contact them should the need arise. (Appendix 2)

#### **5.8 Media Imaging**

As part of our commitment to the protection and welfare of Junior Members of Chesterfield Golf Club we do not permit photographs, video or other media images to be taken or used by officials of the Club without the consent of the parent/guardian and the Junior Member.

The Photography Consent Form should be used when consent is given. Persons wishing to take photographs will require prior approval/consent from the club's management committee. (Appendix 3)

Images of Junior Members may be used as part of the coaching programme in order to celebrate success; to encourage other young people to take up golf; or to promote Club activities. They may also appear in local publications such as Our Town, Derbyshire Times, leaflets about Chesterfield Golf Club or Chesterfield Golf Club Juniors, or shown in public places such as on the Golf Club notice board or on the Club website. In such cases no personal information about the young person will be included.

### **5.9 Medical Consent**

The safety and welfare of young people in our care is paramount. It is important, therefore, that we are aware of any illness, medical condition or other relevant health details. Parents/guardians will be asked to complete a "Profile" Form (appendix 4) detailing existing illnesses, medical conditions, allergies etc. together with GP and emergency contact details. Consent for club officials to act in loco parentis in an emergency will also be required. A written record will be kept of any injury/illness that occurs and the details of any treatment given.

### **5.10 Physical Contact**

Physical contact should only be used if the aim is to:

- Develop golf skills or techniques. Wherever possible alternative means should be used such as holding the club shaft rather than the young person's hands or arms to correct alignment.
- To treat an injury.
- To prevent an injury or accident from occurring.

If physical contact is unavoidable the nature of the contact and the reason for it **must be** explained and permission granted by the young person. Young people should be encouraged to voice concerns if any physical contact makes them feel uncomfortable or threatened.

Contact **must not** involve touching genital areas, buttocks, breasts or any other part of the body that might cause distress or embarrassment. If physical contact is unavoidable it **must** take place in an open or public environment in view of other adults.

### **5.11 Recruitment and Child Protection Training**

Chesterfield Golf Club, Junior Co-ordinator, Coaches and volunteer helpers are subject to a Criminal Records Bureau (CRB) check.

All those involved in the development of junior golf at Chesterfield Golf Club will be requested to provide a completed self-disclosure form (appendix 5) and be suitably screened. Upon appointment they will receive a copy of this guidance document and induction training together with briefings to raise their awareness of the policy and good practice guidance. They will also be required to attend the sports coach UK "Safeguarding & Protecting Children" workshop. Also, young people and their parents/guardians will be invited to attend briefings on the club's policy and practices.

### **5.12 Responding to a Report of Abuse/Inappropriate Behaviour**

*Inappropriate behaviour includes inappropriate physical contact, discussions, remarks or innuendo.*

Everyone has a duty to ensure concerns are reported and acted on quickly and appropriately. All reports of abuse/inappropriate behaviour of whatever nature must be reported to Chesterfield Golf Club's Welfare Officer. If for any reason he/she is not contactable, or the report involves him/her, the Secretary or club Chair person should be contacted [see page 21 for contact details] Guidelines on the action required if a young person reports abuse is provided in section 5.16., 5.17, 5.18.

### **5.13 Transport**

It is the responsibility of the parent/guardian to organise the transport of their child/children to and from the Golf Club and other organised activities.

When staff, members or volunteers agree to transport children to events they must have prior written permission from parents/guardians (Appendix 6).

Vehicle drivers should ensure that their vehicle is roadworthy, have a valid road licence and insurance and that all passengers abide by the law during journeys.

Anyone transporting children should avoid:

- Waiting alone with a child in a vehicle. If this is unavoidable drivers should ensure that the young person is in the back of the car.
- Sending a child home with another person without permission of parent/carer.

### **5.14 Welfare Officer**

The Welfare Officer for Chesterfield Golf Club is **George and Valerie Masson**

(See page 21 for contact details).

The Welfare Officer's role is to take the lead within the golf Club on all matters relating to child protection and welfare and to ensure that appropriate action is taken when there is potential or alleged abuse, bullying or poor practice ensure that appropriate action is taken.

It is not their role to investigate fully any allegations made.

The Welfare Officer will be required to attend suitable and sufficient Child Protection training provided by the national golfing bodies and others.

Child protection concerns will be reported to the police/Social Services Department as appropriate.

### **5.15 Whistle Blowing**

Everyone has the right and the responsibility to raise genuinely held concerns about abuse or inappropriate behaviour without fear of reprisal. All instances should be referred to the Chesterfield Golf Club, Welfare Officer for action. Although it is not required that 'whistle blowers' provide absolute proof that their suspicions are well founded they should have reasonable grounds for their suspicions.

All such disclosures will be treated in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential as long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence.

Individuals will be encouraged to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they will be actioned.

### ***5.16 Confidentiality***

All sensitive information provided to Chesterfield Golf Club will be treated in accordance with the requirements of the Data Protection Act 1998 and held securely within the offices of Chesterfield Golf Club.

Only authorised persons will be permitted to access and use personal information for the purposes with which it was intended. This information shall not be copied or circulated to others outside the golf club.

Any sensitive information given will not be passed on except in very rare circumstances when this is necessary to protect a vulnerable person from harm or to comply with the law. In such circumstances, the information will only be passed on as permitted.

When possible and appropriate the person will be informed that this action has been taken.

### ***5.17 Guidance***

The following Code of Conduct and examples of good practice are intended to protect young people and those who come into contact with them from misunderstandings and false accusations.

## Code of Behaviour for those involved in Coaching/Junior Development Activities

### Always:

- Treat all young people equally, with respect and dignity and challenge any discrimination observed.
- Put the welfare of each young person first, before winning or achieving goals.
- Develop an appropriate working relationship with young people based on mutual trust and respect.
- Make golf fun and enjoyable and promote fair play.
- Be a positive role model and empower young people to achieve.
- Encourage feedback and listen to what young people say.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Avoid physical contact as part of the coaching process. If physical contact is unavoidable the nature and reason for it **must** be explained and permission given for it by the young person.
- Work in an open environment (e.g. avoid private or unobserved situations and encourage open communication with no secrets).
- Ensure that the activities are appropriate for the age, maturity, experience and ability of the individual
- Involve and inform parents/guardians and young people in junior development and the requirements of golf. Be clear about the length of sessions and finishing times so that parents and carers know when to drop off and collect their children.
- Ensure that allegations made by a young person are challenged sensitively, recorded and acted on promptly.

### Never:

- Never engage in any form of sexually related communication with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms.
- Never use inappropriate and unprofessional language or behaviour.
- Never use physical restraint unless necessary to prevent personal injury to the young person, other people or serious damage to property.
- Never use any kind of physical punishment.
- Never resort to bullying tactics or verbal abuse. Do not embarrass, humiliate or undermine young people.
- Never meet young people in their home or invite a young person to your home.
- Never share a room with a child.
- Never leave the coaching or event venue until all young people have been dispersed safely

**I will comply with this code of practice,**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Code of Behaviour for Non-coaching Staff and Club Members

### Do:

- Treat all young people equally and with respect and dignity.
- Make young people feel welcome and part of the Club.
- Respond immediately if you answer the phone to a young person or see a young person in distress (e.g. being ill, harassed, or abused on or around the course).
- Take reports of bullying, harassment, or abuse seriously and refer the matter to the Club Welfare Officer without delay.
- Make playing golf fun and enjoyable and promote courtesy and fair play.
- Encourage young people to express their views or concerns without fear of ridicule.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Be a positive role model and empower young people to achieve.

### The majority of misunderstandings can be avoided by asking yourself the following questions:

- Is this in the young person's best interest?
- Whose needs are being served?
- Will this have an impact on the coaching I am giving?
- Should I make a note of my concerns or consult with a colleague?
- How would the young person's family or a colleague view this?
- How would I feel telling a colleague about this?
- Am I treating this young person differently to others (e.g., more coaching, more individual attention)?
- Does this young person mean something 'special' to me?
- Am I taking advantage of the young person?
- Does this action benefit me rather than the young person?
- Am I comfortable in documenting my behaviour?
- Does this contravene the Chesterfield Golf Club's Child Welfare and Protection Policy?

**I will comply with this code of practice,**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Code of Conduct - junior golfers

**Appreciate that you are valued for the role you play in golf and that you are an ambassador both for the Junior Section and Chesterfield Golf Club on and off the course.**

- On becoming a member of the junior section, you will be expected to actively support and take part within the junior section, attending fixtures, entering competitions and when possible representing Chesterfield Junior Golf in the DUGC and SUGC Leagues.
- Help to create and maintain an environment **free from fear and harassment**, one in which enjoyment and participation are important;
- Respect other golfers, being polite and courteous at all times – treat them all as you would like to be treated yourself;
- Understand that you have a right to be treated as an individual;
- Respect differences in gender, disability, culture, race, ethnicity, age, social orientation, and religious beliefs between yourself and others;
- Demonstrate fair play and be honest applying golf's standards both on and off the course;
- Respect the advice you receive that promotes the concept of a balanced attitude;
- Treat organisers and coaches with respect;
- Observe instructions or restrictions required by the club or its members of staff;
- Do not engage in any irresponsible, abusive, inappropriate or illegal behaviour;
- Challenge or report if you observe any form of discrimination and prejudice;
- Look out for your own safety and that of others;
- Tell someone if you are leaving a venue or competition;
- Be organised and on time.
- Take care of the course – repair divots and pitch marks, rake bunkers, never pull trolleys over greens or tees
- Listen , learn and improve

**You should not take part in any irresponsible abuse, inappropriate or illegal behaviour which includes:**

- Consuming alcohol or illegal or performance enhancing drugs or stimulants;
- Smoking;
- Using abusive or foul language;
- Publicly using critical or disrespectful descriptions of others.

**For your own safety and the safety of others remember:**

- Don't go out on the course on your own;
- Store the numbers of the Pro Shop (01246 276297) and bar (01246 232035) in your mobile and keep it with you out on the course for use in case of an emergency.
- If you or someone with you is ill and in need of help or you feel threatened phone the Pro Shop or bar: tell them who you are, where you are and what the problem is. Try and attract the attention of other golfers nearby.
- Check that you will not hit anyone with your club when you swing or that your ball will not hit anyone as it flies down the fairway. Do not allow others to stand to the front of you when playing your ball.
- Speak out if you have concerns about anything, your own needs or the needs of others.

**Where behaviour is considered inappropriate and does not accord with this Guidance, juniors can expect to face disciplinary action.**

This may come in the form of;

- A verbal warning,
- A written warning;
- An interview with the management committee (men/ladies) of the Club,

Ultimately this may lead to expulsion from the Golf Club and in extreme cases referral to an appropriate authority.

**I will comply with this code of practice,**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Good Practice Guidance for Parents**

Parents have a role to undertake within their child's membership/participation in golf. PGA Professionals, coaches, staff and volunteers will endeavour to develop strong trusting relationships with their golfers.

However as a parent you should check:

- The club has adopted the Children in Golf Child Protection Policy to ensure that all junior golfers are protected and kept safe from harm.
- The club has an anti bullying policy.
- The club has good practice guidance for the club, PGA Professionals, coaches, staff, members, volunteers, parents and junior golfers.
- There is a designated Welfare Officer in place with the responsibility for child protection and welfare. Young people and adults are aware that they can talk to them about concerns without fear of victimisation and reprisal.
- Procedures are in place for dealing with concerns, complaints and disciplinary issues.
- The club has procedures in place for safe recruitment.
- All PGA Professionals and coaches are suitably qualified to an appropriate level.
- The club makes every effort to ensure that at least two adults are present for club and county organised activities.
- The club arranges for all staff, members and volunteers involved with the supervision of junior golfers to attend child protection awareness training.
- Guidance is in place regarding junior golfers travelling to other venues for matches etc.
- Parents are not discouraged from watching or becoming involved.

**To assist the Golf Club parents should:**

- Support the golf club in pursuit of its policy, codes and practices in order to enhance child protection, welfare and enjoyment.
- Take an interest in their children's activity and progress and be supportive.
- Introduce themselves to the adults involved in the supervision of the junior section; spend some time talking to the Junior Organiser and parent volunteers, PGA Professional, and Club Welfare Officer.
- Find out what the club has to offer, when there are coaching sessions and junior competitions and if there are any playing restrictions for children who are beginners
- Obtain any good practice guidance for children from the club and go through it with your child.
- Know if there are any age restrictions regarding children playing on their own on the course.
- Be punctual when dropping off and picking up your children to and from coaching and competitions.
- Take an interest in who your son/daughter is playing with and introduce yourself to other parents present

- If leaving your son/daughter at the club please make sure they have some spending money and appropriate clothing. It is recommended that a cap, waterproofs and a drink are carried at all times
- Have clear lines of communication to keep up with your child's progress.
- Ensure that the club has an emergency contact number for you when you are away from the club. A mobile phone number is preferable and please ensure that you leave your mobile switched on so that you can be contacted in an emergency.
- Advise the Club Welfare Officer/Junior Organiser if your child has any particular needs (e.g. allergies, learning disabilities) to ensure they are provided for in the best way possible.

### What to do if a Young Person Discloses Abuse or Inappropriate Behaviour

Young people will often disclose abuse when they feel safe and can trust the person to whom they are talking. This is both a privilege and responsibility and it is therefore essential for you to be clear about your role and responsibilities.

It is not your responsibility to investigate abuse or inappropriate behaviour or decide that it has taken place. You must pass all information to the Chesterfield Golf Club Welfare Officer for further action.

Be aware that questioning a young person may act to 'contaminate' the young person's evidence if the matter later results in court proceedings. Questioning may also deter a young person from repeating their allegation to the police or social workers.

Where it is considered necessary to ask a young person questions, so that you may clarify what they have said the questions should be 'open'. For example you may ask "Can you tell me what happened?" rather than "Did xxxxx hit you?"

Always make a clear written record of your concerns, observations and conversations as soon as is practicable after the event using an incident reporting forms (Appendix 2). All records must be signed and dated.

Good contemporaneous and detailed record keeping is essential in child protection in order to:

- Ensure reliability
- Support you if the matter goes to court

In all situations when a young person discloses abuse or inappropriate behaviour:

#### Listen

- Do not interrupt or try to silence a young person
- Do not express surprise, shock, anger or moral judgement

#### Clarify

- Do not jump to conclusions
- Only clarify to check if you have understood what you have been told.

Avoid asking or saying things like:

- "What, why, how, when, where, who?"
- "Are you sure"
- "Why didn't you say before?"
- "I don't believe it"
- **Do not ask for further details about the abuse or inappropriate behaviour.** This is the role of the police and social services and can cause problems if the wrong questions are asked.

#### Explain

- That you cannot keep the information to yourself
- That you will have to pass the information on to the Club Welfare Officer

## Reassure

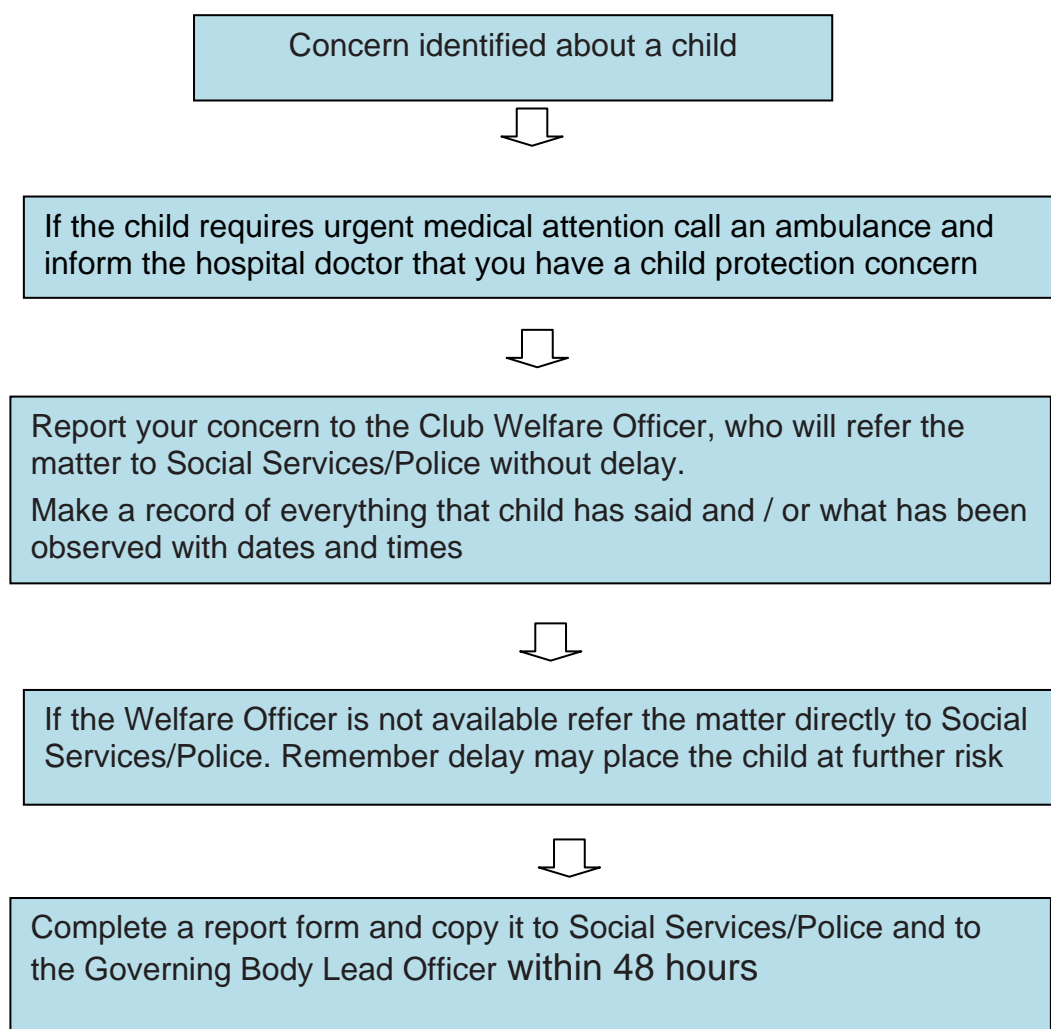
- Be honest and do not promise things that are outside your power to deliver!
- As appropriate, explain to the young person that you will support them.

Although you have a responsibility to report any allegation made, the Chesterfield Golf Club Welfare Officer has a responsibility to ensure that referrals are appropriate and follow procedure and guidance. However, there may be instances when he/she is not immediately contactable. In such circumstances you should contact the Secretary of Chesterfield Golf Club. The young person's welfare is paramount and any referral should not incur unnecessary delay.

## GOLDEN RULE:

**Don't do Nothing** – make sure you tell the Chesterfield Golf Club Welfare Officer immediately – they will know how to follow this up and where to go for further advice.

## Flowchart 1: What to do if you are worried that a child is being abused outside of the sports environment (but the concern is identified through the child's involvement in golf)



## CHESTERFIELD GOLF CLUB - JUNIOR MEMBER PROFILE

Name:	
Date of Birth	
Address:	
Contact Telephone number(s)	
Parents/guardians Name	
Address (if different from above)	
Home telephone Number	
Mobile telephone Number	
Work telephone Number	

### Emergency Contacts

Contact 1 – Name
Relationship to Child
Home telephone Number
Mobile telephone Number
Work telephone Number
Contact -2- Name
Relationship to Child
Home telephone Number
Mobile telephone Number
Work telephone Number
Child's Doctors Name
Doctors surgery Address
Telephone Number

### MEDICAL INFORMATION

<b>Does your child experience any conditions requiring medical treatment or Medication?</b>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(If yes please give details)					
<b>Does your child have any allergies?</b>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(If yes please give details)					
<b>Does your child have any special dietary requirements?</b>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(If yes please give details)					

**What additional needs if any does your child have e.g. needs to administer medication, assistance with lifting or access, regular snacks?**

*The disability discrimination act 1995 defines a disabled person as anyone with a physical or mental impairment, which has substantial long term adverse effect on his or her ability to carry out normal day to day activities.*

**Do you consider your child to have a disability?**  
**If yes please give details**

Hearing impairment:     Learning disability:     Multiple disabilities:

Physical disability:     Other:  please state

Does your child have any communication needs, e.g. no English speaking/hearing impairment, sign language user/dyslexia? If yes please tell us what we need to do to enable him /her to communicate with us fully.

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.
- I \_\_\_\_\_ agree to notify the club of any changes
- \_\_\_\_\_, being parent /guardian of the above named child, hereby give permission for the club responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

- The attached signature will denote that my child has my permission to be on the golf club premises.

(please tick box if agreed)

- I acknowledge that the club is not responsible for providing adult supervision for my child except for formal junior golf coaching, matches and competitions.

(Please tick box if agreed)

- I consent to the photographing or videoing of (Name of child)\_\_\_\_\_ Under the stated rules and conditions, and I confirm I have legal parental responsibility for this child and I am entitled to give this consent.

(Please tick box if agreed)

- I being parent /guardian consent to our contact details being added to the junior membership "**Buddy List**" that is to further their opportunity to play social golf together.

(Please tick box if agreed)

I \_\_\_\_\_ being a junior member of Chesterfield Golf Club consent to Chesterfield Golf Club photographing or videoing my involvement in golf under the stated conditions.

Signed( Parent/ Guardian) \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed (Child)\_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>CHESTERFIELD GOLF CLUB – INCIDENT REPORT FORM</b> (Please ensure that confidentiality is maintained as far as possible. This report should only be shared on a need to know basis.)		
	Of person reporting concern / allegation	Of Child – (alleged victim)
Name:		
Position:		
Date of Birth / Age:		
Address:		
Telephone Number:		
Mobile Number:		
Club:		
County:		
School:		
Date allegation received:		
Name of person receiving details of allegation:		
<b>DETAILS OF PERSON INVOLVED IN CONCERN/ALLEGATION (the accused)</b>		
Name:		
Address:		
Telephone Number:		
Mobile Number:		
Position (in relation to young person):		
<b>DETAIL OF CONCERN/ALLEGATION</b>		
Date/time		
Location		
Persons involved/witnesses		
Nature of concern/allegation		
How did concern/allegation come to your attention		
Observations: e.g. changes in behaviour, inappropriate actions, injuries, etc.		
Record of conversation: details of exactly what was said to you and by you:		

Action taken:

#### CONTACTS MADE

Child protection officer's name:

Date/time contacted

Advice received:

Other persons contacted:

(provide details of name and position and organisation)

#### SUMMARY

#### ETHNIC GROUP

Please choose the category that best describes the child's ethnic group from the following list and tick appropriate box:

British White:       Black:       Other:   
Mixed:   
Asian:       Black:       Chinese:

#### DISABILITY

*The disability discrimination act 1995 defines a disabled person as anyone with a physical or mental impairment, which has substantial long term adverse effect on his or her ability to carry out normal day to day activities.*

Please choose the description that best describes the nature of the child's disability and tick the appropriate box:

Visually impaired:       Hearing Impaired:       Physical disability:   
Learning disability:       Multiple disability:       Other:

**You may wish to discuss your concerns with someone outside the organisation to gain reassurance. The NSPCC helpline can deal with this and is confidential.**

**NSPCC HELPLINE: 0808 800 5000**

PHOTOGRAPHY/IMAGES REGISTRATION/REQUEST FORM	
<b>Event:</b>	
<p>I wish to take photographs or record images at junior golfing events. I agree to abide by the event organisers guidelines and respect child wishes and confirm that the photographs or recorded images will only be used in accordance the club's Child Protection Policy.</p>	
<b>Name:</b>	
Address	
<b>Telephone number:</b>	
<b>Signature</b>	<b>Date:</b>

<b>CHESTERFIELD GOLF CLUB – CONTACT INFORMATION</b>	
Chesterfield Golf Club Secretary	01246 276256
Chesterfield Golf Club Chair Person	
Chesterfield Golf Club Junior Organiser	
Chesterfield Golf Club Professional	01246 276297
Chesterfield Golf Club Welfare Officer	
<b>County &amp; National Contacts</b>	
EWGA Lead Child Protection Officer	Kirsty Jennings Tel: 07974 111924
EGU Lead Child Protection Officer	Richard Brown Tel: 01653 697578 07803 661890
PGA Lead Child Protection Officer	Neil Haywood 01675 470333
Golf Foundation Lead Child Protection Officer	Brendon Pyle Tel: 07765 258330
<b>Local Contacts</b>	
Chesterfield Social Services Duty Officer Emergency duty team: <i>NB. In an emergency, the Samaritans will hold the SS Duty Officer's contact number</i>	Tel: 01246 347777 Tel: 01773 728222
Local Police Child Protection Team  In an emergency contact via <b>999</b>	Tel: 0845 123 33 33 Explain why you are calling, you will then be put through to the appropriate person
<b>National Organisations</b>	
Childline UK	Tel: 0800 1111
NSPCC 24 hour Helpline	Freephone 0808 800 5000
NSPCC Child Protection in Sport Unit	Tel: 0116 234 7224
Samaritans	Tel: 0845 790 9090

**Bullying online:** - Advice and information on bullying.

Email	<a href="mailto:help@bullying.co.uk">help@bullying.co.uk</a>
Website	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>

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### ChildLine

Gives comfort, advice and protection to children and young people who are worried about any problem.

Phone (open 24 hours)	0800 1111 <b>free</b>
Text phone (Open 9.30am to 9.30pm, Monday to Friday, and 9.30am to 8pm at weekends)	0800 400 222
Website	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
Write to	ChildLine, Freepost 1111, London N1 0BR

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### Connexions Direct

Provides confidential information, advice and support to young people aged 13 to 19 by phone, email, web chat and text messages. The website includes information on education, careers, health and relationships. They can also put you in touch with your local Connexions service.

Phone (Open 8am to 2am everyday)	080 800 13 2 19 <b>free</b>
Text phone	08000 688 336
Website	<a href="http://www.connexions-direct.com">www.connexions-direct.com</a>

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**Get Connected** will find the best place in the UK that can help you, whatever the problem. The helpline can also provide a free connection to the most appropriate service.

Phone (Open 1pm to 11pm every day)	0808 808 4994 <b>free</b>
website	<a href="http://www.getconnected.org.uk">www.getconnected.org.uk</a>

## Kidscape

A children's charity, has a website for young people that gives practical advice on bullying and keeping safe.

Website	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
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## The Samaritans

Provide confidential emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

Phone (Open 24 hours)	08457 90 90 90
Email	<a href="mailto:jo@samaritans.org">jo@samaritans.org</a>
Website	<a href="http://www.samaritans.org.uk">www.samaritans.org.uk</a>
write to	Chris, The Samaritans, PO Box 90 90, Stirling FK8 2SA.

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**Youth Access:** - Will put you in touch with local services that offer information, advice and counselling.

Phone (Open 9am to 5pm, Monday to Friday)	020 8772 9900
Email	<a href="mailto:admin@youthaccess.org.uk">admin@youthaccess.org.uk</a>

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## Publications

*Children in Golf Resource Pack for Golf Clubs and Golf Facilities, 2005*

*Protecting Children – a guide for sportspeople,*

*Working Together to safeguard children and their families,* Department of Health, 1999

*What to do if you're worried a child is being abused,* Department of Health, 2003

*No Secrets - Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse,* Department of Health